

TAX AUDITOR

for the BOARD OF EQUALIZATION

To apply for this exam, please visit SPB Web site at http://www.spb.ca.gov/employment/exam_start.

Definition:

This classification is the recruiting/training level of the series. Under close supervision, incumbents either: (1) conduct the least to moderately difficult field audits, assist in the more difficult field audits, correspond with taxpayers, and answer tax-related questions; or (2) in a headquarters unit, review field audit reports or petitions for redetermination and claims for refund and correspond and discuss the application of tax laws with taxpayers, attorneys, accountants, and district office staff.

Summary of Minimum Requirements:

Education:

Either I

Graduation from college, with a specialization in accounting.

(Registration as a senior student in a recognized institution will admit applicants to the examination; however, evidence of successful completion of the curriculum and the prescribed courses must be produced before being considered eligible for appointment.)

Or II

A) Completion of either a prescribed professional accounting curriculum given by a residence or correspondence school of accounting including courses in elementary and advanced accounting, auditing, cost accounting, and business law; or

B) The equivalent of 19 semester units, 16 of which must have been professional accounting courses given by a collegiate-grade residence institution including courses in elementary and intermediate or advanced accounting, auditing and cost accounting, and three semester units of business law.

(Applicants who will complete course work requirements in the current semester or quarter, will be admitted to the exam, but must submit proof of successful completion to be considered eligible for appointment.)

For a complete job description and minimum requirements, please visit: www.boe.ca.gov/exams/projobs.htm

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Knowledge and Abilities:

Knowledge of: General accounting and auditing principles and procedures and business law.

Ability to: Apply the required knowledge; conduct audits or financial examinations of taxpayer's accounts and records; meet with and obtain the cooperation of persons subject to tax or regulation; create and maintain an atmosphere of good will in beginning and completing an audit and disclosing findings critical in nature; analyze data and draw sound conclusions; analyze situations accurately and take effective action; prepare clear, complete, and concise reports; and communicate effectively.

Special Personal Characteristics:

Willingness to travel and work away from the office.

Tax Auditor Salary*

Range A: \$3004-\$3653/month

Range B: \$3715-\$4516/month

Twelve months at range A, or 2 years of applicable outside experience.

* Additional Certified Public Accountant (CPA) professional competency bonus of \$3,600 distributed in three equal payments annually.

*A 5% salary increase will become effective January 2007.

Promotional Opportunities

Tax Auditor, BOE

Range B

Associate Tax Auditor, BOE

\$4467-\$5431

Business Taxes Specialist I, BOE

\$5153-\$5965

1 year as Associate Tax Auditor fulfills Supv. Tax Auditor I experience requirement

Supervising Tax Auditor I, BOE

\$4909-\$5965

Supervising Tax Auditor II, BOE

\$5390-\$6551

Supervising Tax Auditor III, BOE

\$5946-\$7228

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1 What do you want to do?	Take or Schedule An Exam
2 Select an Exam	Tax Auditor - CA, TX, NY, IL (BOE)
3	CONTINUE